

## **HR ISSUES FOR EMPLOYEES TRANSITIONING TO DTS**

### **Employees Who Will Transition to DTS**

- ✓ A list of positions will be sent out during the week of August 1. This list will contain the positions and their incumbent that have been identified as those who will be transitioning to DTS.
- ✓ The list will also contain some positions, such as Information Analyst, that will go through the negotiation process during the month of August to determine whether they are considered IT professionals and should transition to DTS.
- ✓ The list will contain the positions that provide support to IT offices. Most, if not all, of these positions will transition to DTS and will retain merit status.

### **Incentives to Convert to Schedule AT**

- ✓ Employees voluntarily converting within 60 days of the transition date will receive three steps to their salary.
- ✓ Employees who are Schedule AT, whether they converted when transitioned to DTS or they were hired into Schedule AT, will receive additional state-paid life insurance coverage if they pass underwriting. The amount is based on their salary as follows:

Less than \$50,000	\$125,000 coverage
\$50,000 - \$60,000	\$150,000 coverage
\$60,000 +	\$200,000 coverage
- ✓ Employees involuntarily ending employment through a reduction in force or for reasons other than just cause will receive severance pay. The calculation is one week salary for every year of service as a Schedule AT (does not include merit service) up to a maximum of 12 weeks.
- ✓ Employees will be notified in writing of the above incentives.

### **Probation / New Hires / Transfers / Promotions Prior to Transition Date**

- ✓ Employees still in their probationary period on 7/1/05 were changed to Schedule AL. On the transition date, they will be converted to Schedule AT. These employees are not eligible for the 3-step incentive.
- ✓ Employees hired between 7/1/05 and the transition date will be hired as Schedule AL. They will be converted to Schedule AT as of the transition date. They are not eligible for the 3-step incentive.
- ✓ Employees who are transferred or promoted into another IT position prior to the transition into DTS will be able to retain their Schedule B status.
- ✓ We are still in the process of defining the criteria that will be used in determining when the job of an employee has changed significantly enough to change that employee from Schedule B to Schedule AT.

### **Retirement Systems**

- ✓ Employees in the Contributory Retirement System will be changed over to the non-contributory system when they transfer into DTS. They will need to complete a new enrollment form with

Utah Retirement Systems. Upon retirement, service in each retirement system will be paid out in one check each month.

- ✓ Currently, the law states that when employees in the Public Safety Retirement System change departments, they are no longer eligible to be in that retirement system. It is the intent of DHRM to request the legislature to change the code to grandfather these employees into the system for this transition because this change in agency is not in the employees' control. Employees in this situation will report to DTS but will remain in the current agency's home org until the code can be changed. The budgeting logistics are still being worked out.
- ✓ We are still looking at the possible solutions on how to handle employees in the Traveler's Retirement System (DWS employees only).

### **Compensatory Time and Excess Time**

- ✓ Excess and Compensatory time for FLSA Non-Exempt employees will be paid out in the pay period in which the transition takes place. This is in accordance to DHRM Rule.
- ✓ Excess time for FLSA Exempt employees will be paid out in the pay period in which the transition takes place. This is in accordance to DHRM Rule.
- ✓ Compensatory time for FLSA Exempt employees will be reinstated after the transition date. Employees will then have until Pay Period 5 in 2006 before unused hours will lapse. The Executive Director of DHRM is waiving the requirement that these hours lapse when changing departments. The reason for the difference in how these hours are handled is that this is a productivity issue rather than a fiscal issue. Even though this exception to DHRM Rule is being made, it is encouraged that employees use as much comp time as possible before the transition date.
- ✓ DTS will be using Pay Period 26 as the end of the overtime year. This is when unused compensatory time will lapse for FLSA Exempt employees.

### **Performance Appraisals**

- ✓ DHRM Rule states that performance appraisals must be completed at the time an employee changes agencies.
- ✓ Performance appraisals completed within six months of the transition date will comply with this requirement.
- ✓ Employees who have not had a performance appraisal within six months of the transition date will need to be completed and put in the employee's employment file.

### **Corrective and Disciplinary Actions**

- ✓ Because the reporting relationships for employees will remain the same after the transition date, we would like any active corrective and disciplinary actions to be taken care of at the agency level. Please keep Larene Wyss informed of these actions.